

TOWN CLERK/FRONT OFFICE REPORT

JUNE 2017



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Meetings & Events

Ms. Griffin attended the MML convention as one of the Port Towns' booth vendors, promoting the Towns and the area.

Ms. McAuley attended the bid opening for CDBG PY 42.

Ms. McAuley attended weekly management team meetings chaired by the Town Administrator.

Ms. Griffin assisted the Patriotic Team with planning for the July 4th Ceremony.

Ms. Griffin attended meeting to plan Port Towns' Day.

Ms. McAuley attended the special worksession concerning the Ernest Maier Special Exception.

Ms. McAuley met with Mr. Tinelli and Lt. Flynn to review and make recommendations on the Town Grant applications.

Ms. McAuley coordinated a meeting for the newly appointed Town Supervisors of Elections.

Community Development Block Grants

We had the bid opening for PY 42 and we are awaiting a pre-construction meeting with the low bid contractor. Work will be completed this summer. This project is street improvements for 53rd Place from Tilden to Shepherd.

We are awaiting environment review for PY 43 for sidewalks.

Bostwick

The contract has been signed for the PGCHPC grant. The County will be on site in the coming days to complete a survey for the easement document. This will then be filed with land records. (\$47,160)

The grant approval for Maryland Heritage Area funding is looking extremely good. These two grants will enable us to complete the “envelope” of the main house and begin to focus on the interior. (\$65,000)

Maryland State Retirement

The Town is one of the agencies that participate in the Maryland State Retirement System. Ms. McAuley is our State Retirement Coordinator.

In this capacity, she attend one of the mandatory annual meetings and learned about updates on forms and processes and legislation that passed in the recent General Assembly session that may affect our employees and retirees.

Also, during the month, she handled a number of employee retirement issues, including new applicants and beneficiaries.

Maryland Historic Trust Grants

Ms. McAuley attended a workshop on new grant opportunities for historic projects. This is the first time in five years that the Trust has grant funding available.